



**Forest
Service**

**Washington
Office**

**1400 Independence Avenue, SW
Washington, DC 20250**

File Code: 6300

Date: July 24, 2009

Route To:

Subject: Online Tool for Associating Vendor Identification Codes (VID's) with Preseason I-BPA's

To: Regional Directors of Acquisition Management

The Federal Acquisition Regulations (FAR) Part 4.203 require that a Contracting Officer provide Taxpayer Identification information to the payment office on procurement instruments.

The Virtual Incident Procurement (VIPR) system does not store Taxpayer Identification Numbers (TINs) in the system. TINs constitute Personally Identifiable Information (PII) and the USDA is discouraging the use of PII in systems. For the same reason, any agreements remaining from the legacy Emergency Equipment Rental Agreement (EERA) system and posted to the external Incident Procurement Web site do not contain TINs.

The Albuquerque Service Center Incident Finance group (ASC-IF) requires valid Vendor ID codes (VID's, which consist of the TIN and a suffix assigned in FFIS) in order to facilitate payment for agreements.



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Users that currently have access to the AQM Vendor Lookup tool will also have access to AVID. If you have additional users that need access to AVID or have questions about using the tool or locating vendor VIDs, please contact Terry Kiele at tkiele@fs.fed.us (970-295-5820).

/s/ Ronald E. Hooper
RONALD E. HOOPER
Director, Acquisition Management

cc: pdl wo ops aqm vipr liaisons
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